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OFFICE OF PERSONNEL

The Office of Personnel, broadly speaking, has a three fold purpose. The first is to recruit the very best qualified people to fill the many and varied occupations peculiar to our Agency. The second is not only to assist initially in placing these people but to render continuing advice and assistance to the operating officials in arranging for equitable reassignments occasioned by changes in emphasis or work-load. The third is to be constantly alert to ways and means of providing and improving the system of personnel administration so that it may be totally responsive to the needs of the Agency.

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In accomplishing these three broad purposes, the Office of Personnel utilizes [REDACTED] the number being divided about three specialized or technical to one clerical.

In the recruitment field we keep in touch with over [REDACTED] proven leads and sources. These sources are business concerns, foundations of one kind or another, colleges, universities, technical and trade schools, and high schools. While the man or woman we might like is not always available, we nevertheless do have means whereby highly skilled people can be identified. At the present time, our new accessions are largely in the clerical class, and we range between [REDACTED] new people per month. These new additions are replacing normal attrition mostly, the overall staff strength of the Agency having been more or less stabilized [REDACTED]

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[REDACTED] for the past year.

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On many of our regular personnel functions we operate strictly according to basic laws which the Congress has seen fit to provide. In other instances we operate within the framework and general intent of laws where we are specifically exempt because of sensitive conditions within our sphere of activities. I would not have you get the impression that we operate in any activities in violation of law, but rather by the terms of the CIA Act of 1949 the Director is bound to preserve the identity of people and protect intelligence methods and sources which makes it impossible in a clandestine organization to engage in the usual Civil Service type reports required of strictly overt agencies.

The Office of Personnel provides the usual services to employees which you will find in any other agency, but we pride ourselves in going beyond the sometimes cold and impersonal rendering of service. The time and effort which goes into procuring people for the Agency is an investment which we guard jealously. It is our firm intention to provide a program of job satisfaction second to none because of the tremendous investment which we have, and of equal importance the fact that every person leaving the Agency takes with him some little knowledge of our operations. The loss of control over the individual under such circumstances presents a grave problem of security. For these two main reasons, therefore, we are making, have been making and will continue to make the strongest effort possible to keep our turnover as low as is humanly possible. We have had gratifying success in our efforts. We have, over the past year, enjoyed an average turnover

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rate of 1½ per month, as contrasted to a U. S. Government wide rate of about 2%. With our emphasis on career development and career planning, we have every expectation of further reducing our losses.

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